## SECURITY INFORMATION

Approved For Release 2000 SCOULT

## CONFIDENTIA

1 April 1952

HEMORANDUM FOR: Classification & Wago Administration

Division

FROM

OTR

SUBJ CT

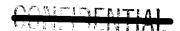
Position U-551

25X1A6a

- 1. Request that consideration be given to upgrading the above position from GS-3 to GS-4.
- 2. The position is that of Clerk Stenographer to the Security Officer, OS-12. It is felt that the position corride greater responsibility than ordinarily expected at the GS-3 level as the engumbent will be required to handle all clerical and administrative details as well as correspondence for the Security Branch. The encumbent must display a high degree of security consciousness, test and maturity as he will by virtue of his duties be frequently involved in extremely sempitive situations.
- 3. Furthermore, the position should be filled by a male employee and it is believed that the position must be upgraded as requested in order to attract a suitably qualified employee.

Personnel Usilder. CIR

25X1A9a



## Approved For Release 2000/04/14 CALED 17/14-03568 A000300090018-0

Chief, Classification Division Office of Personnel Deputy Director of Training (G)

3 April 1952

Request for Reclassification of Clerical Support Positions; Plans and Research Staff, O/TR(G)

- 1. It is requested that the position GS-5 Secretary in the Plans and Research Staff be reclassified at grade GS-6 with change in job title to Support Clerk, GS-6.
- 2. The duties to be performed under the proposed new position are included under Tab A attached hereto.
- 3. It is requested that you advise this office of your findings regarding the extent to which the job description supports the grade requested.

Attachment (1)

LES: maf

25X1A9a